

Reposting of March 14, 2006



Monroe County Employee Services
Human Resources
1100 Simonton St., 2nd Floor
Key West, Florida 33040



BOARD OF COUNTY COMMISSIONERS

MAYOR Charles "Sonny" McCoy, District 3
Mayor Pro Tem Murray E. Nelson, District 5
George Neugent, District 2
David P. Rice, District 4
Dixie Spehar, District 1



Mar. 31, 2006
DATE OF POSTING

**MONROE COUNTY PROMOTIONAL
TEMPORARY JOB OPPORTUNITY**

TEMPORARY FLORIDA KEYS SCENIC HIGHWAY COORDIANTOR

PLANNING
MARATHON

SALARY \$20.00 - \$25.00 HR./HOURS

ARE FLEXIBLE AND WILL VARY BUT SHOULD HAVE AN AVERAGE OF 25 HPW.

POSITION TO LAST UP TO SIX MONTHS

ONE POSITION AVAILABLE

DEADLINE TO APPLY: Open Until Filled


Human Resources

EXHIBIT “A”

PROJECT DESCRIPTION AND RESPONSIBILITIES Florida Keys Scenic Highway Coordinator

Project Location: Monroe County, Florida

Project Description: Coordinate efforts related to the Florida Keys Scenic Highway (FKSH)

Task 1 – Provide leadership related to the Florida Keys Scenic Highway-50%

- Provide staff support to the Florida Department of Transportation and Monroe County Office of Planning in administering the State and National Scenic Highways Program for the Florida Keys Scenic Highway.
- Assist Florida Keys Scenic Highway Advisory Group (SHAG) in scheduling, organizing, facilitating and documenting SHAG meetings.
- Develop a work program for the Florida Keys Scenic Highway Master Plan in conjunction with SHAG members.
- Manage/oversee consultant work related to the Florida Keys Scenic Highway initiatives.
- Assess corridor Funding needs.
- Identify grant sources for planning and project development, prepare and submit grant applications.
- Assist SHAG with preparation of CMP Annual Report and Five Year CMP Update.
- Develop partnerships and coordinate with local government staff and appropriate staff from the public and private sectors (e.g., members of the SHAG) to implement the Florida Keys Scenic Highway Corridor Management Plan and to ensure adequate representation and input from Stakeholders.

Task 2 - Coordinate programmatic and procedural aspects of the Florida Keys Scenic Highway with Monroe County transportation planner and the Florida Department of Transportation-25%

- Review development and project proposals on the state and local roadway system.
- Coordinate project development activities with FDOT, FDEP, Monroe County Public Works, Monroe County Municipalities and other agencies.

Task 3 - Design and Implement an ongoing public participation program for the Florida Keys Scenic Highway-25%

- Prepare and disseminate presentations and materials. Implement public information outreach and education programs. Develop surveys and utilize feedback from the public in the design and implementation of FKSH action plans and strategies.
- Document community benefits resulting from designation.

SPECIAL CONSIDERATIONS BY AGENCY:

1. AUDIT REPORTS

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, FM number and Job number and the Federal Identification number, where applicable, and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.